

# **State of Alaska FY2022 Governor's Operating Budget**

## **Department of Administration E-Travel Component Budget Summary**

## Component: E-Travel

### Contribution to Department's Mission

The E-Travel Management Team provides travel services for the executive branch of State government.

### Results

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

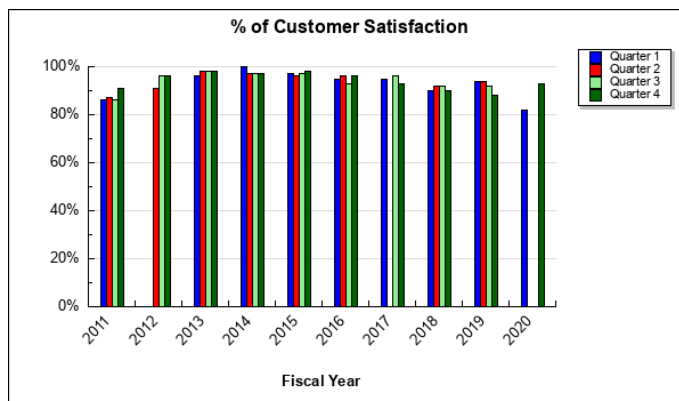
### Core Services

- Administer E-Travel program serving travelers within the executive branch including Medicaid beneficiaries.
- Manage relationships with providers of travel services to ensure the state is receiving the greatest possible value for its travel expenditures.

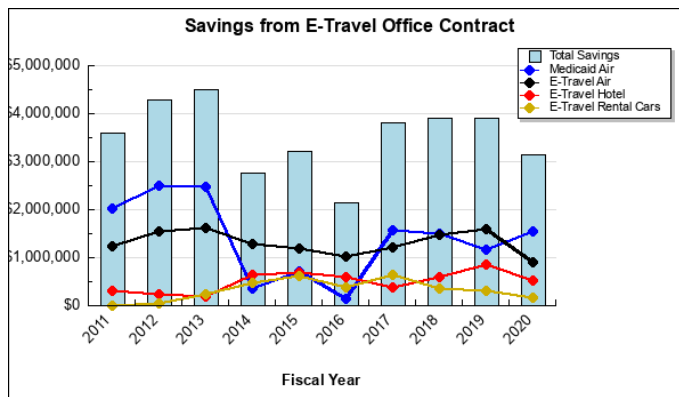
### Measures by Core Service

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

#### 1. Administer E-Travel program serving travelers within the executive branch including Medicaid beneficiaries.



#### 2. Manage relationships with providers of travel services to ensure the state is receiving the greatest possible value for its travel expenditures.



### Major Component Accomplishments in 2020

- Retained heightened discount levels on Alaska Airlines despite reduced spend. FY20 savings achieved under the

agreement was over \$1.6 million.

- E-Travel fee consolidation in October 2019 providing more efficient reconciliation process for Shared Services of Alaska.
- Increased customer service participation in last half of fiscal year, this will be an on-going task.
- Reduced the value expired ticket funds from prior fiscal year by \$10K. This figure would have been higher but due to the pandemic, the volume dropped off making fewer opportunities to apply the credit.

## Key Component Challenges

**COVID-19** - E-Travel will see significant challenges over the next couple years.

- 60% reduction in volume caused by COVID-19 and an unstable travel industry. The State travel contracts are currently on track for maximum savings through CY2020. However, they are primarily revenue-driven contracts, so with reduced volume over an extended period, discounts may be reduced as well.
- Reduced travel volume also has a negative effect on the E-Travel budget as the cost recovery generated through fees is reduced and there was no carry forward from FY2019 and FY2020. Division of Finance will need to increase the cost recovery to the departments to cover operating expenditures.
- The RAVN Alaska contract saved the State over \$673K in FY2020, but the company went bankrupt in April. Upon bankruptcy, the State held over \$130K in ticket credit that has been swept from departments. The bankruptcy imposes further challenges with agencies that travel between more remote areas around the state. Booking rural travel is cumbersome and costs have increased. Some markets no longer have regular service forcing the use of expensive charters.
- Concerns for contractor reliance due to reduced travel and unstable travel industry. The contractor has had to lay off staff. The company is financially sound for now, but as the pandemic extends the travel industry is anticipating another round of layoffs and agency closures. In addition, the current contract is up for renewal in November 2021, if renewed, the contract will be extended to November 2026. If not renewed, the scope of a request for proposal and implantation of a new vendor would coincide with the IRIS project and resources will be spread thin.

**Medicaid Advance Process** - The process needs to be reviewed and updated. Weekly payments to the contractor are not constantly being sent by Department of Health and Social Services.

## Significant Changes in Results to be Delivered in FY2022

No significant changes in results to be delivered.

## Statutory and Regulatory Authority

AS 36.30.005 AS 39.20.110-190	Centralization of Procurement Authority Per diem allowance, Allowable expenses, Mileage allowance, Travel costs and travel outside the state, Advances and recovery, Regulations, Transportation and per diem expenses for members of boards, commissions, etc., per diem prohibited in community of residence, Definitions
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<b>Contact Information</b>
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**E-Travel  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2021</u> <u>Management</u> <u>Plan</u>	<u>FY2022</u> <u>Governor</u>		
Full-time	1	1	Annual Salaries	90,953
Part-time	0	0	COLA	1,222
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	50,078
			<i>Less 3.00% Vacancy Factor</i>	(4,268)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>Total Personal Services</b>	<b>137,985</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Program Coordinator II	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>

**Component Detail All Funds**  
**Department of Administration**

**Component:** E-Travel (2966)

Non-Formula Component

**RDU:** Centralized Administrative Services (13)

	<b>FY2020 Actuals</b>	<b>FY2021 Conference Committee</b>	<b>FY2021 Authorized</b>	<b>FY2021 Management Plan</b>	<b>FY2022 Governor</b>	<b>FY2021 Management Plan vs FY2022 Governor</b>	
71000 Personal Services	135.1	133.3	133.3	133.3	138.0	4.7	3.5%
72000 Travel	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
73000 Services	943.8	1,411.6	1,411.6	1,411.6	1,408.1	-3.5	-0.2%
74000 Commodities	0.0	5.0	5.0	5.0	5.0	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>1,078.9</b>	<b>1,549.9</b>	<b>1,549.9</b>	<b>1,549.9</b>	<b>1,551.1</b>	<b>1.2</b>	<b>0.1%</b>
<b>Fund Sources:</b>							
1007 I/A Rcpts (Other)	1,078.9	1,549.9	1,549.9	1,549.9	1,551.1	1.2	0.1%
<b>Unrestricted General (UGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>1,078.9</b>	<b>1,549.9</b>	<b>1,549.9</b>	<b>1,549.9</b>	<b>1,551.1</b>	<b>1.2</b>	<b>0.1%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	1	1	1	1	1	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Administration**

**Component:** E-Travel (2966)

**RDU:** Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2021 Conference Committee To FY2021 Authorized *****												
Conference Committee												
1007 I/A Rcpts	ConfCom	1,549.9	133.3	0.0	1,411.6	5.0	0.0	0.0	0.0	1	0	0
		1,549.9										
	Subtotal	1,549.9	133.3	0.0	1,411.6	5.0	0.0	0.0	0.0	1	0	0
***** Changes From FY2021 Management Plan To FY2022 Governor *****												
FY2022 Salary Adjustments												
1007 I/A Rcpts	SalAdj	1.2	1.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
		1.2										
FY2022 1% COLA for ASE/General Government (GG/GP/GY/GZ): \$1.2												
Transfer Authority to Cover Personal Services Costs												
	LIT	0.0	3.5	0.0	-3.5	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from services to cover anticipated personal services costs. The remaining services authority is sufficient to cover anticipated expenditures.												
	Totals	1,551.1	138.0	0.0	1,408.1	5.0	0.0	0.0	0.0	1	0	0

**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** E-Travel (2966)

Line Number	Line Name			FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000	Services			943.8	1,411.6	1,408.1
Object Class	Servicing Agency	Explanation		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
<b>3000 Services Detail Totals</b>				<b>943.8</b>	<b>1,411.6</b>	<b>1,408.1</b>
3003	Information Technology	Software licensing and maintenance, training, and consulting		0.0	5.0	5.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors		0.0	0.5	0.5
3011	Other Services	Travel management services for the state executive branch		943.5	1,373.0	1,368.1
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) OIT Core Services		0.0	3.5	2.9
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)		0.0	1.0	1.5
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human resource and payroll services provided by the Division of Personnel		0.0	0.8	0.6
3027	Inter-Agency Financial	Admin - Finance (59) Division of Finance Chargeback for IRIS FIN, HRM, and ALDER		0.0	0.1	0.1
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134) SSoA Accounts Payable and Travel Chargeback		0.2	0.7	0.9
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46) Administrative chargeback		0.0	15.0	15.8
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45) Commissioner's Office chargeback		0.0	11.9	12.5
3038	Inter-Agency	Admin - Stwd Contracting and SSoA Procurement chargeback		0.1	0.1	0.2

**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** E-Travel (2966)

Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
<b>3000 Services Detail Totals</b>			<b>943.8</b>	<b>1,411.6</b>	<b>1,408.1</b>
Management/Consulting	Property (3262)				



**Line Item Detail (1676)**  
**Department of Administration**  
**Commodities**

**Component:** E-Travel (2966)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2020 Actuals</b>	<b>FY2021 Management Plan</b>	<b>FY2022 Governor</b>
4000	Commodities		0.0	5.0	5.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2020 Actuals</b>	<b>FY2021 Management Plan</b>	<b>FY2022 Governor</b>
<b>4000 Commodities Detail Totals</b>			<b>0.0</b>	<b>5.0</b>	<b>5.0</b>
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	0.0	5.0	5.0

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** E-Travel (2966)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
<b>5007 I/A Rcpts (1007 I/A Rcpts)</b>			<b>1,123.4</b>	<b>1,549.9</b>	<b>1,551.1</b>
5301 Inter-Agency Receipts	Admin - E-Travel (2966)	Interagency receipts for travel management services throughout the state executive branch	758.2	1,167.1	1,168.3
5301 Inter-Agency Receipts	Commerce - Department-wide	Interagency receipts for travel management services throughout the state executive branch	5.3	8.1	8.1
5301 Inter-Agency Receipts	Correct - Department-wide	Interagency receipts for travel management services throughout the state executive branch	27.7	26.4	26.4
5301 Inter-Agency Receipts	E&ED - Department-wide	Interagency receipts for travel management services throughout the state executive branch	33.4	39.9	39.9
5301 Inter-Agency Receipts	EnvCon - Department-wide	Interagency receipts for travel management services throughout the state executive branch	5.3	9.3	9.3
5301 Inter-Agency Receipts	FishGm - Department-wide	Interagency receipts for travel management services throughout the state executive branch	17.5	27.0	27.0
5301 Inter-Agency Receipts	Gov - Department-wide	Interagency receipts for travel management services throughout the state executive branch	3.1	8.2	8.2
5301 Inter-Agency Receipts	H&SS - Department-wide	Interagency receipts for travel management services throughout the state executive branch	103.0	124.7	124.7
5301 Inter-Agency Receipts	Labor - Department-wide	Interagency receipts for travel management services throughout the state executive branch	10.7	15.3	15.3
5301 Inter-Agency Receipts	Law - Department-wide	Interagency receipts for travel management services throughout the state executive branch	8.0	10.7	10.7
5301 Inter-Agency Receipts	M&VA - Department-wide	Interagency receipts for travel management services throughout the state executive branch	6.2	10.8	10.8
5301 Inter-Agency Receipts	NatRes - Department-wide	Interagency receipts for travel management services throughout the state executive branch	32.6	20.0	20.0

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** E-Travel (2966)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
5301 Inter-Agency Receipts	PubSaf - Department-wide	the state executive branch Interagency receipts for travel management services throughout the state executive branch	20.5	22.6	22.6
5301 Inter-Agency Receipts	Rev - Department-wide	Interagency receipts for travel management services throughout the state executive branch	1.6	3.3	3.3
5301 Inter-Agency Receipts	Trans - Department-wide	Interagency receipts for travel management services throughout the state executive branch	45.8	56.5	56.5
5301 Inter-Agency Receipts	Admin - E-Travel (2966)	Prior year carry forward	44.5	0.0	0.0

**Inter-Agency Services (1682)**  
**Department of Administration**

**Component:** E-Travel (2966)

				FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
<b>Component Totals</b>				<b>0.3</b>	<b>33.1</b>	<b>34.5</b>
With Department of Administration				0.3	33.1	34.5
Object Class	Servicing Agency	Explanation		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Core Services	0.0	3.5	2.9
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	0.0	1.0	1.5
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Human resource and payroll services provided by the Division of Personnel	0.0	0.8	0.6
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	0.0	0.1	0.1
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134)	SSoA Accounts Payable and Travel Chargeback	0.2	0.7	0.9
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Administrative chargeback	0.0	15.0	15.8
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner's Office chargeback	0.0	11.9	12.5
3038	Inter-Agency Management/Consulting	Admin - Stwd Contracting and Property (3262)	SSoA Procurement chargeback	0.1	0.1	0.2

## Personal Services Expenditure Detail

### Department of Administration

**Scenario:** FY2022 Governor (17280)  
**Component:** E-Travel (2966)  
**RDU:** Centralized Administrative Services (13)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
02-4092	Program Coordinator II	FT	A	GP	Juneau	205	20G / J	12.0		90,953	1,222	0	50,078	142,253	0
<div> <div> <b>Total Positions</b>  <b>Full Time Positions:</b> 1  <b>Part Time Positions:</b> 0  <b>Non Permanent Positions:</b> 0  <b>Positions in Component:</b> 1           </div> <div> <b>New</b>            0            0            0            0         </div> <div> <b>Deleted</b>            0            0            0            0         </div> </div>														<b>Total Salary Costs:</b> 90,953 <b>Total COLA:</b> 1,222 <b>Total Premium Pay:</b> 0 <b>Total Benefits:</b> 50,078	
<div> <b>Total Component Months:</b> 12.0         </div>														<b>Total Pre-Vacancy:</b> 142,253 <b>Minus Vacancy Adjustment of 3.00%:</b> (4,268) <b>Total Post-Vacancy:</b> 137,985 <b>Plus Lump Sum Premium Pay:</b> 0	
														<b>Personal Services Line 100:</b> 137,985	
<b>PCN Funding Sources:</b>						<b>Pre-Vacancy</b>	<b>Post-Vacancy</b>	<b>Percent</b>							
1007 Interagency Receipts						142,253	137,985	100.00%							
<b>Total PCN Funding:</b>						<b>142,253</b>	<b>137,985</b>	<b>100.00%</b>							

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column.  
 [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.